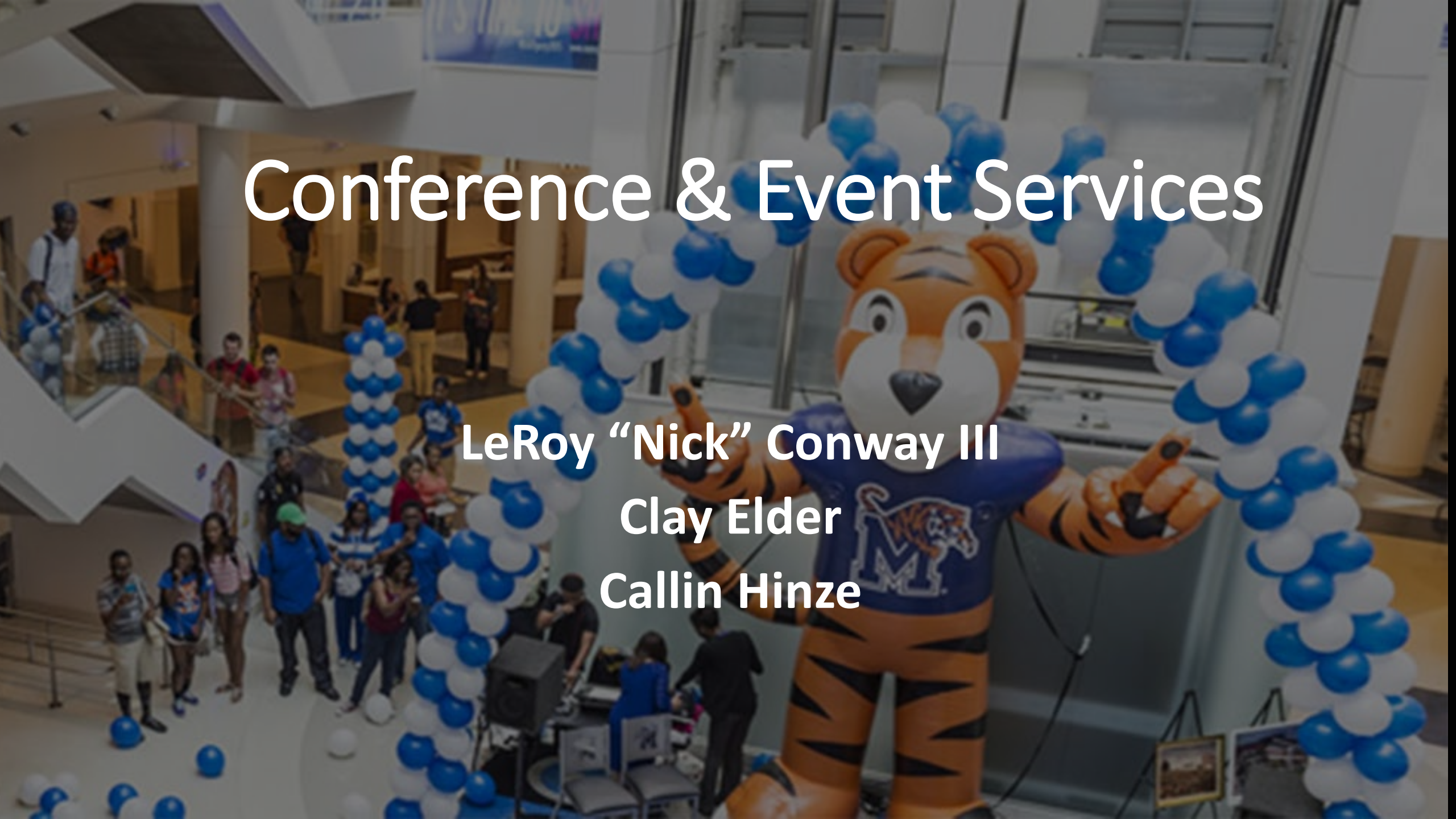


Conference & Event Services

LeRoy “Nick” Conway III
Clay Elder
Callin Hinze



Who We Are

- “One-Stop-Shop” for all event needs at The University of Memphis.
 - Main & Satellite Campuses
- Services Offered Includes:
 - Audio & Video Presentations to include virtual conferencing in some spaces
 - Consultation with UM Dining and Valor Hospitality (Holiday Inn)
 - Assistance with On-Campus Lodging
- ACCED-I accredited
 - Association of Collegiate Conference and Event Directors - International
- Two offices on campus.
 - Fed Ex Institute of Technology
 - External Clients: Corporate, Non-profits, etc.
 - Maxine A. Smith University Center
 - Internal Clients: Registered Student Organizations and UofM Departments

Event Booking Policies

- All simple meeting and tabling requests must be submitted in Virtual EMS at least 48 business hours before your event.
 - Rooms within the UC/Rose cannot be used for regular classes, labs, or exams.
 - Large-scale events such as a concert, performance or guest speakers that utilize the Rose Theater main stage, the UC Theater, or the Ballroom must be scheduled at least three weeks out with all details confirmed at least two weeks in advance.
- Event spaces are free to use (except for when admission or registration fees are collected for your event).
 - If utilizing our registration services we assist with A/V, Catering, Parking, Security, and set-ups.
 - Staging and dance floors are available at an additional cost.
- Events are automatically canceled/postponed if the university is closed for holidays, inclement weather, or other emergencies.



Event Setups – UC & Rose Theater

- All meeting spaces have max capacities that we cannot veer from due to ADA and fire code regulations.
- Student staff will set up rooms and assist with day-of-event needs.
- Clients cannot rearrange room setup.
- Room change fee of \$50/room if excess furniture is requested and can be accommodated.
- An event no-show fee of \$50 is charged if not canceled with our office within 48 hours.



Audio Visual

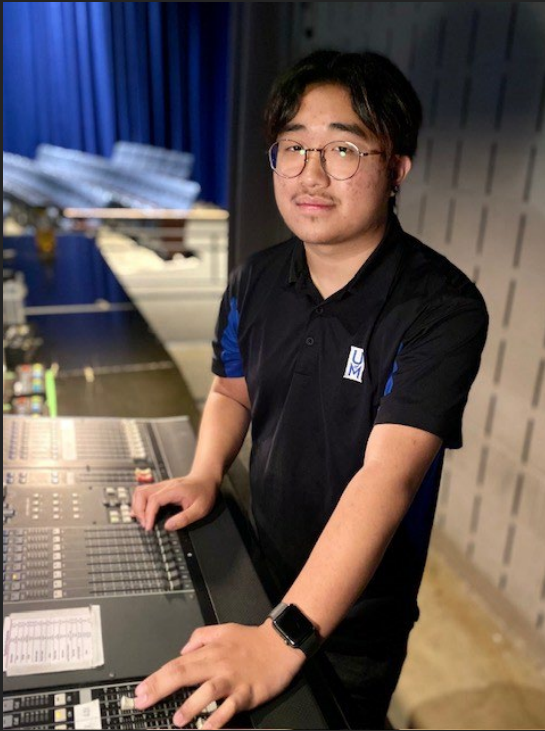
Equipment

Rooms are equipped with a projector, computer or laptop, projector screen, podium with microphone, and one wireless microphone by request.

Additional wireless microphones are \$20 each.

CES does not provide clickers for meeting rooms.

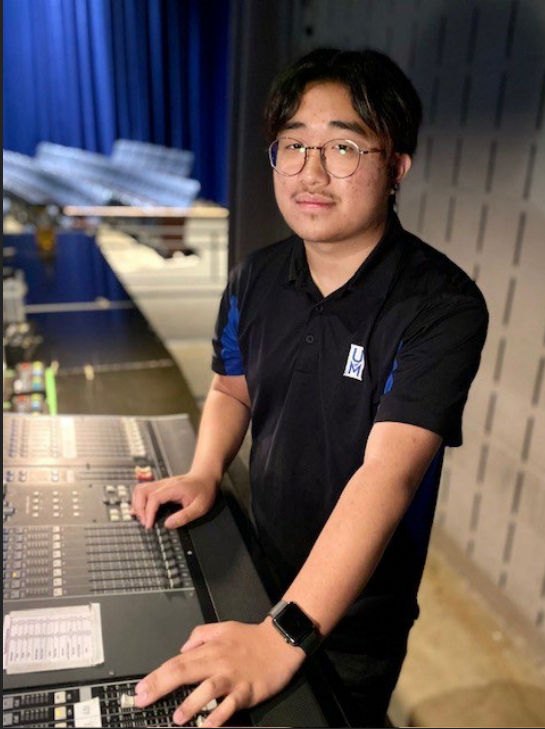
If using a personal laptop or device, bring adaptors to connect to the full-size HDMI cable.



Audio Visual

Zoom / Teams

Currently, meeting spaces with video conferencing are limited to Senate, Shelby, Rose Theater, and Conference Rooms 201 & 203.



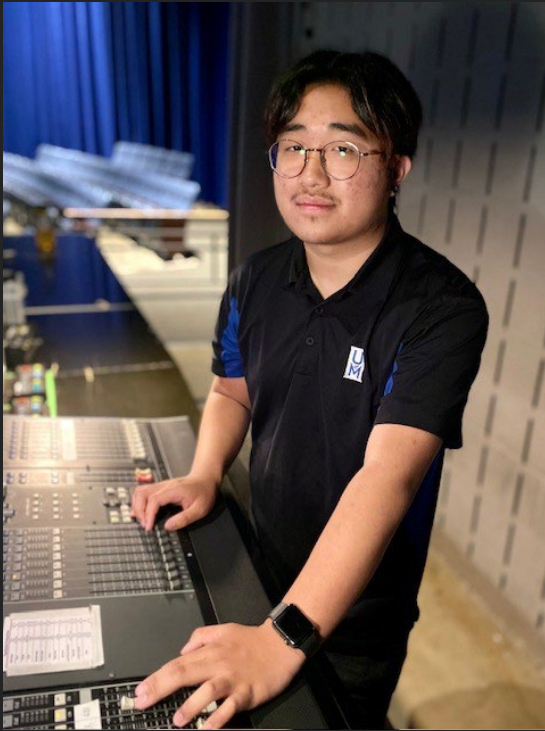
Audio Visual

Performance Techs

UC Ballroom, UC Theater, and Rose Theater require Performance Techs (PT) to operate the AV equipment. They are assigned to be on-site one hour before your event time and will stay the duration.

PTs are a great resource to help you manage all audio and video needs.

Bring PowerPoint and video files before the start time to pre-load and test.

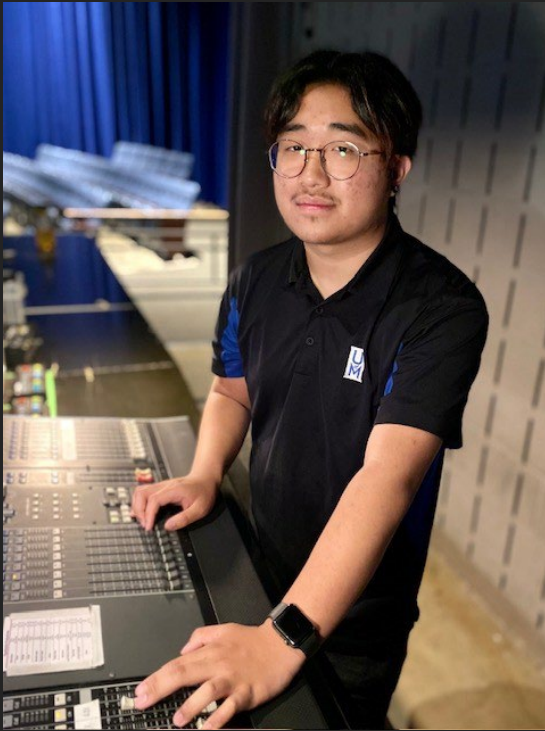


Audio Visual

Movie Rights

For events that want to show a movie or documentary, you will need to provide a copy of the public performance rights.

Please contact Conference and Event Services for more information or refer to our University Center Handbook.



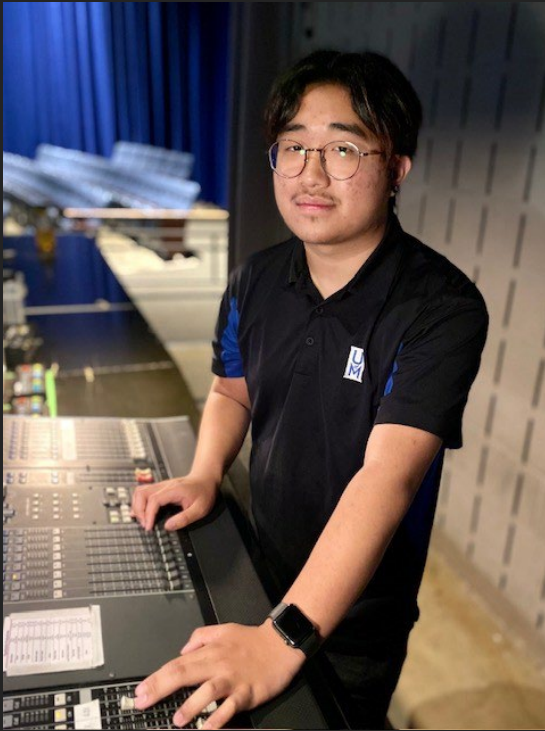
Audio Visual

Be Prepared!

The more planning you do, the smoother your event will go.

Plan your AV needs: how many mics, do you need wireless mics., will you use PowerPoint or videos, make a “run of show”.

We want your event to be successful!





Quick Info

- All catering goes through UM Dining/Chartwells
 - Faculty/staff receive a \$200 food exemption that does not need to be approved.
- Parking Services have options of either having passes or renting out the garages.
 - If more than 125 attendees, they require renting out the parking garage for \$500.
 - Parking passes cost \$4.00 if you work with Parking Services directly, \$5.00 from CES.
- Custodial Services is available during the week. Services rendered on weekends must be requested in advance.
- UofM Police may be required for certain events at \$50/hour/officer with a minimum of three hours.

Quick Info

- Decorations
 - We do not allow glitter, confetti, sequins, rose petals, or anything that makes a mess.
 - Tape (including masking, painter's, scotch), pushpins, thumbtacks, and command strips are prohibited from use on walls and windows.
 - All balloons must be non-helium based and attached to a metal structure like an arch.
 - Open flame candles are not allowed. LED candles are permitted
- Advertising of events in the University Center.
 - ucmedia@memphis.edu
 - 8 ½ x 11 portrait size in a jpeg. or png. attachment.
 - One bulletin board available for flyers.



For More Information

<https://www.memphis.edu/uc/departments-event-guidelines/index.php>

901.678.5000

conferences@memphis.edu

Conference & Event Services

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